

sively noisy environments; determining through interviews and special tests the etiology, history and severity of speech disorders; and special speech, hearing and language remedial procedures, counseling and guidance.

(b) Units of Services: Visits.

6.63 Therapeutic Radiology (THR)

(a) The functions of the Therapeutic Radiology (THR) are as follows:

1. Therapeutic Radiology is a hospital based service providing therapy by radium and other radioactive substances, including cobalt therapy and linear accelerator treatment, under the direction of a qualified radiologist.
2. Costs shared with Diagnostic Radiology and Nuclear Medicine, such as radiologists, radiology office expense and maintenance costs including salaries of bioengineering personnel, shall be apportioned among the benefiting centers.
3. The cost of compensation of radiologists involved in therapeutic radiology as well as the revenue they generate shall be reported to the extent that their compensation is provided through agreement with the hospital.

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4. Functions shall include the following: Consultation with patients and attending physician; operation of specialized equipment; storage of radioactive material; disposal of radioactive waste; and inspecting, testing and maintaining specialized equipment.

(b) Units of Service: Procedures.

6.64 Central Supply Services (CSS)

(a) The functions of the Central Supply Services (CSS) are as follows:

1. Central Supply Services shall prepare and issue medical and surgical supplies and equipment, except pharmaceuticals and I.V. solutions to patients and to other cost centers.
2. The invoice cost of non-charged supplies and equipment issued to other centers shall be transferred to the using centers, preferably on a monthly basis. The invoice cost of charged medical supplies shall be transferred to the Medical and Surgical Supplies Sold center, preferably on a monthly basis.
3. The cost of non-charged reusable medical supplies and equipment requisitioned from CSS by different centers (e.g., respirators)

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shall be reported in the Central Supply Service center. Costs associated with non-charged reusable medical supplies and equipment requisitioned from only one center shall be reported in that center.

4. Functions shall include the following: Requisitioning and issuing of appropriate supply items required for patient care; preparing sterile irrigating solutions; collecting, assembling, sterilizing, and redistributing reusable items; and cleaning, assembling, maintaining, and issuing portable apparatus.

(b) Statistics: Costed Requisitions of All Medical and Surgical Supplies.

6.65 Dietary (DTY)

(a) The functions of the Dietary (DTY) are as follows:

1. Dietary shall be responsible for the procurement, storage, processing of food, delivery and collection of trays and nourishment to nursing units or outpatient centers. Costs of delivery of trays to the patient once trays have been prepared or have arrived at the nursing unit shall be reported in the appropriate Routine Service center. The cost of preparing meals for cafeterias, residents, students, visitors, or house physicians shall be reported for luxury and guest meals as per section 6.27 through 6.33. Cost and Revenue of food supplements

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where charged to patients should be reported in the Drugs Sold to Patients center.

2. Functions shall include the following: Preparing diet manuals; recommending diets; preparing selective menus for various diet requirements; recording diet history; nutrition counseling; determining patient food preferences as to type and method of preparation; food storage and preparations; transportation of food trays to and from nursing units; stocking formula room; cashiering; dishwashing; and maintaining sanitary standards in all facilities.

(b) Statistics: Meals.

6.66 Housekeeping (HKP)

(a) The functions of the Housekeeping (HKP) are as follows:

1. Housekeeping shall be responsible for the maintenance of a clean and sanitary environment in the institution. The cost of routine cleansing of all areas, excluding Dietary (DTY) and Boiler Room (RPM) shall be included in housekeeping. The cost of housekeeping to non-acute care areas, gift and coffee shops, offices rented or maintained for fund raising, or non-approved education, and research programs, and for the room and board of employees, students, or others, as well as the expense and

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revenue of providing housekeeping to entities outside of the hospital shall not be reported were but shall be reported. Specialized clean-up activities associated with direct care of patients in nursing units and outpatient and ancillary centers shall be reported in those centers.

2. Functions shall include the following: Maid service; janitorial service; transporting trash to plant staging areas; mopping, stripping, and waxing floors; washing of walls, ceilings, partitions and windows (inside and outside); stripping, disinfecting and making beds; and moving furniture and fixtures.

(b) Statistics: Hours of Services.

6.67 Laundry and Linen (L&L)

- (a) The functions of the Laundry and Linen (L&L) are as follows: Laundry and Linen is responsible for the requisitioning, laundering, distribution, control and mending of linen, bedding, wearing apparel, and disposable linen substitutes used by the hospital. The purchased cost and maintenance of all wearing apparel, as well as all linen, bedding, etc. shall be included. The cost of providing laundry and linen services to non-acute care units and for the room and board of employees, students, and others should not be included in this center.

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(b) Statistics: Pounds of Laundry.

6.68 Medical Records (MRD)

(a) The functions of the Medical Records (MRD) are as follows:

1. Medical Records shall be responsible for creating and maintaining a medical record for all patients and for maintaining a tumor registry in accordance with Department of Health requirements. The revenue and costs associated with medical records transcriptions for persons outside of the hospital shall be reported as reconciliations.
2. Functions shall include the following: Coding; typing; abstracting; filing; indexing; accessing; preparation of birth and death certificates; processing of court and other types of inquiries; maintenance and reporting of data such as patient days, visits, ancillary services and statistics by patient, disease, physician and operation; and coordinating the flow of statistics with certain hospital stations.

(b) Statistics: Percentage of Time Spent.

6.69 Pharmacy (PHM)

(a) The functions of the Pharmacy (PHM) are as follows:

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1. The Pharmacy procures, preserves, stores, compounds, manufactures, packages, controls, assays, dispenses, and distributes medications (including I.V. solutions) for inpatients and outpatients under the jurisdiction of a licensed pharmacist. Pharmacy services shall include the maintaining of separate stocks of commonly used items in designated areas.
2. The invoice cost of non-charged pharmaceuticals issued to other cost centers shall be transferred to the using cost centers, preferably on a monthly basis. The invoice cost of charged pharmaceuticals and I.V. solutions shall be transferred to the Drugs Sold to Patients center, preferably on a monthly basis.
3. Functions shall include the following: Development and maintenance of formulary(ies) established by the medical staff and consultation and advice to medical staff and nursing staff on drug therapy; adding drugs to I.V. solutions; determining incompatibility of drug combinations; and stocking of floor drugs and dispensing machines.

(b) Statistics: Costed Requisition of All Drugs.

6.70 Social Services (SOC)

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(a) The functions of the Social Services (SOC) are as follows:

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1. Social Services shall obtain, analyze, interpret social and economic information to assist in diagnosis, treatment and rehabilitation of patients. These services shall include counseling of staff and patients in case units and group units; participation in development of community social and health programs and community education. Revenues received by hospitals shall not be reported were, but shall be reported with the routine or ambulatory revenue centers where social services were provided and billed.

2. Functions shall include the following: Interviewing of patients and relatives to obtain a social history relevant to medical problems and planning; interpreting problems of social situations as they relate to medical condition and/or hospitalization; arranging for post discharge care of chronically ill; collecting and revising information on community health and welfare resources.

(b) Statistics: Percentage of time spent.

6.71 Research (RSH)

(a) The functions of the Research (RSH) are as follows:

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1. This center shall administer, manage, and carry on research

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projects of the National Institutes of Health or other projects approved by the Commission in approved research. Approved research shall be reported per instructions in sections 6.27 through 6.29. Separate accounting should be maintained for each research activity in accordance with relevant contracts, grant agreements, or because of restrictions made on donations. Revenue received for research activities such as specific purpose grants shall be recorded as reconciliations. This center shall include expenses related to fellowships.

6.72 Nursing and Allied Health Education (EDU)

(a) The functions of the Nursing and Allied Health Education (EDU) are as follows:

1. The Nursing and Allied Health Education Center provides organized programs, approved by an organization which recognizes the professional statute of health services educational programs at the national level, of nursing and medical related clinical education other than for physicians. Hospitals may either operate a school or provide the clinical training activities where a degree is issued by a college or university.
2. Expenses related to the upkeep of student rooms and dormitories.

~~3~~ Functions shall include the following: Selecting qualified

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students; providing education in theory and practice conforming to approved standards; maintaining student personnel records; counseling of students regarding professional, personal and educational problems; selecting faculty personnel, assigning and supervising students in providing medical or nursing care to selected patients; and administering aptitude and other tests for counseling and selection purposes.

6.73 Graduate Medical Education (GME)

(a) The functions of the Graduate Medical Education (GME) are as follows:

1. Graduate Medical Education shall provide an organized program of graduate medical clinical education to interns and residents. A medical residency training program must be approved by the Liaison Committee on Graduate Medical Education or, in the case of osteopathic residencies, approved by the Committee on Hospitals of the Bureau of Professional Education of the American Osteopathic Association. Residency programs in the field of dentistry in a hospital must have the approval of the Council on Dental Education of the American Dental Association.
2. Included are expenses related to the office of the Director of Medical Education and the housing and board of residents. Expenses associated with fellowships are to be included in the Research (RSH) Center.

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